



DIRECTORATE OF HUMAN RESOURCES

Installation Adjutant General

Welcome to the Central Clearance
Facility's Out Processing Brief



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Central Clearance is located in the Copeland Soldier Service Center, Bldg 18010, Room A209

Hours of operation

Monday thru Friday 0830 – 1130 and 1230 – 1500

Closed daily from 1130 – 1230

***Closed all Federal Holidays* (Open Training Holidays)**

PHONE NUMBERS: 254-287-7990



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❑ Soldiers may submit documents not more than 14 duty days prior to the scheduled departure date as indicated below.

- Permissive TDY (Include Travel Days prior to PTDY)
- PCS leave (Per HRC, leave form must go to actual report date, even if authorized Early Reporting. No Exceptions!)
- Transition leave
- ETS or Separation (if not taking leave)

❑ **Two** duty days after submitting documents to our Senior website (website can be found on the Senior Data worksheet) papers will be emailed to your AKO address



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☐ Packets received after 1400 hours will be processed the next duty day.

ALL CHAPTERS MUST ATTEND THE CLASSROOM BRIEF

All Soldiers must be in duty uniform to clear regardless of their duty status – exception Chapter 8 with memorandum from Commander.

Documents to submit for processing: Senior Data Worksheet, Orders w/ any amendments, DA Form 31 w/ control number and approval, DD Form 1610 if going TDY Enroute, Memo to clear without orders if applicable.

☐ **Duty days are based on the III Corps Holiday Observance calendar only.**



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- If taking PTDY in sections from Monday-Friday, your 14 Day submission begin at the first day of your Terminal Leave start date.
- DA Form 31 – if requesting Permissive TDY, Commanders in the rank of **LTC or higher** are the approval authority per AR 600-8-10. If someone signs for the LTC, you must have the Assumption of Command orders. You must have a Control Number on your leave form and approved.

There are no exceptions to this.

- For PCS Leave, Include Travel days Prior to the Start of your PCS Leave or PTDY.



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Finance

Building 36000; 4th floor Old Fort Hood Hospital

☐ Monday, Tuesday, Wednesday and Friday 0900-1500

☐ Thursday 1300-1500

☐ PCS (Must have Unit and Installation Clearing Papers)

➤ Monday or Thursday 1330 Building 18010 Room B114
(Copeland Center)

➤ Three copies of orders/amendments or memorandum (single sided)

➤ Three copies of DA Form 31 (with Control Number)

➤ **Leave form must go to actual report date per HRC.**

➤ **You will receive the Final Finance Stamp at
Building 36000; 4th floor (Finance DMPO)**



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Finance

Building 36000; 4th floor Old Fort Hood Hospital

☐ Monday, Tuesday, Wednesday and Friday 0900-1500

☐ Thursday 1300-1500

☐ ETS or Chapter (**Must have Installation/Unit Clearing Papers**)

➤ Monday @ 09:30 Room B114 or Wednesday @ 13:00 Room B110 (Copeland Center)

➤ Three copies of orders/amendments or memorandum (single sided)

➤ Three copies of DA Form 31 (with Control Number)

➤ **You will receive the Final Finance Stamp at Building 36000; 4th floor (Finance DMPO)**



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Finance

Building 36000; 4th floor Old Fort Hood Hospital

☐ Monday, Tuesday, Wednesday and Friday 0900-1500

☐ Thursday 1300-1500

☐ Retirees(20 years)(**Must have Installation/Unit Clearing Papers**)

➤ Tuesday@ 13:00 Room B112 (Copeland Center)

➤ Three copies of orders/amendments or memorandum (single sided)

➤ Three copies of DA Form 31 (with Control Number)

➤ **You will receive the Final Finance Stamp at Building 36000; 4th floor (Finance DMPO)**



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- Ensure on the unit clearing papers (DA Form 137-1) your S-1 completes **Section B** (Debt Verification) and **Section C** (Adverse Actions). If this is non-applicable, have your S-1 annotate N/A and sign in each section.
- In order to receive the final stamp from finance on your installation clearing papers, you must have everything cleared on your unit clearing papers (DA Form 137-1, March 2018), to include the Commander or 1SG signature in block 19, and your installation clearing papers (DA Form 137-2), with the exception of the Central Clearance Stamp. This is in accordance with AR 600-8-101.
- **Dropped From Roles (DFR): Are handled on a walk-in basis at Building 2805 (Do not attend a Finance Brief)**



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PCS Overseas Requirements:

☐ HIV Test/Overseas Immunizations Location and Hours:

All HIV testing and required overseas immunizations is conducted in Bldg 36000 1ST Floor, Old Darnall Hospital Emergency Room. Hours of operation are Monday through Friday from 0730 to 1530 hours. This section will be closed on all Training Holidays to include Federal Holidays. As soon as you receive your clearing papers, please start the medical screening process as results from the immunizations and HIV test **MAY** take up to 7 to 10 business days to receive.



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PCS Overseas Requirements:

❑ HIV Test/Overseas Immunization Location and Hours:

You must have completed sections 1-13 of the medical outprocessing checklist and have your clearing papers with you stating you have cleared your Medical Facility before proceeding to Bldg 36000 1st Floor, Old Darnall Emergency Room. Section 14-15 is completed at Medical Out-Processing Room A312 Bldg 18010/1300-1530 hours.

- Soldiers are not allowed to bring book bags, weapons, gerbers, etc. into the facility.
- No children or Family Members allowed in the facility.



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PCS Overseas Requirements:

☐ Anti-Terrorism Briefing:

This briefing is conducted by your Unit S-2

☐ Housing:

If your PCS location is **Dependent Restricted**, and your dependents plan to reside in on-post housing while you are overseas, please contact the Housing Office as soon as possible for an example of an “Exception to Policy” memorandum for Retention of Quarters.



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PCS Overseas Requirements:

❑ Portcall/Family Travel:

Located in Room A210 A (second floor). Hours of operation are Monday thru Friday, 0800-1130 and 1300-1530. Office is closed daily from 1130-13:00. All Soldiers utilizing AMC flights will receive a Port Call Flight notification via their @mail email address.

The notification will list flight date, arrival date, # of seats reserved, and the AMC Port Soldier will be traveling from. Soldiers traveling to overseas locations with no AMC flight service will be flown utilizing commercial airlines and will not received a Port Call Notification.



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PCS Overseas Requirements:

☐ Portcall continued:

For questions pertaining to your Port Call, you may visit the Port Call Office. All personnel are required to check-in at the Customer Service counter in Room A210A prior to being serviced.

****NOTE: The following is needed to clear the Port Call Office:**

- 1. Unit and Installation Clearing Papers**
- 2. DA Form 31 (with control number)**
- 3. Two complete copies of all paperwork**



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PCS Overseas Requirements:

☐ **Passport Section:**

Military Personnel Center, Building 130. The hours of operation are Monday thru Thursday from 0900-1100 and 1315-1500. This section is closed all day on Friday and every day from 1100-1315. (Phone #553-0942 or 288-3879)

Passports processing is in accordance with the timelines established by the Department of State
www.travel.state.gov



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ADDITIONAL INFORMATION

☐ Central Issue Facility (CIF):

Hours Monday – Friday 0800 - 1200 **(Turn In Only)**. Soldiers can turn in OCIE without clearing papers as long as they have orders or a memorandum authorizing clearing without orders signed by the Commander. Once clearing papers are received, return and CIF will stamp the papers.

No one will be allowed to sign in after 1130 hours.

☐ Deferred Deposit Program: Housing Office

If you are unsure if you have any waivers out, please check with the Housing office. They would be able to provide this information and guidance on how to clear the waiver.



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ADDITIONAL INFORMATION

☐ Personnel Automations(S-6):

Any access to accounts you may have been provided will need to be deleted. If you were provided access to accounts such as EDAS and Emilpo you will see your S-1 to have the access removed. If you are separating from the military, you will have your Outlook account deleted by your S-6.

☐ Education Center: BLDG 33009 RM 201

ETS clearing is only available Monday thru Wednesday and Friday at 0845 (you must be signed in by 0845). Briefing is required. All other clearing is available at 0900-1600 Monday thru Wednesday and Friday and 1200-1600 on Thursday.



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ADDITIONAL INFORMATION

- ☐ Sponsorship Office: CSSC RM A 306

Mandatory for all Soldiers (E1 to E6, O-1 to O-3, W1 to W2) On PCS assignment instructions will complete DA Form 5434 (Sponsorship Counseling/Information Sheet) and the Sponsorship Survey, and save information in ACT system. (<https://actnow.army.mil/login>)

- ☐ TRICARE- Please update Tricare information

<http://www.crdamc.amedd.army.mil/soldiers>

- ☐ Reserve Component Career Counselors:

Moved to Building 26009 (corner of 62nd and Hell on Wheels). Phone number 254-286-6055



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ADDITIONAL INFORMATION

- ☐ Child, Youth and School Services (Soldiers with School Age dependents):

School out processing is a Department of the Army directed requirement. It is extremely important that your school age dependents are properly withdrawn from the local school district. You will receive the school withdrawal form to clear your child/children from their respective school. This form must be returned to Building 36000(Old Darnall Hospital) RM 101.



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ADDITIONAL INFORMATION

☐ Medical Outprocessing

In accordance with OPOD PW 12-12-1122, **ALL** Soldiers outprocessing are required to undergo a medical screening process. This is a three (3) step process which will be accomplished utilizing the Medical Out-Processing Checklist. It is highly recommended that you start the medical screening process at the onset of your clearing process as some areas may take longer than others to complete.



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ADDITIONAL INFORMATION

☐ Medical Outprocessing (cont)

There are no Children or Family Members allowed in any of the Medical Readiness Processing Facilities. You must be in duty uniform and have your CAC.

IAW HQDA EXORD 162-15, ALL SEPARATING SOLDIERS WILL BE REQUIRED TO COMPLETE THE SHPE PHYSICAL (SEPARATION HISTORY AND PHYSICAL EXAMINATION). YOUR MEDICAL PROVIDER WILL PERFORM PHYSICAL AND COPELAND CENTER MEDICAL SECTION WILL STAMP CLEARING PAPERS.



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ADDITIONAL INFORMATION

☐ Deployment Health Reassessment (PDHRA):

This is mandatory regardless of deployment status. The report time is 15 minutes prior to the start times for the briefing. You are required to be in duty uniform, have your CAC, and know your AKO username and password

- **Report Times: 0745, 0845, 0945, 1045, 1245 or 1345 hours. (Located in Bldg 36000 1st Floor, Old Darnall Hospital Emergency Room).**
- **Soldiers are not allowed to bring book bags, weapons, gerbers, etc. into the facility.**
- **No children or Family Members allowed in the facility.**



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FINAL CLEARANCE

- ❑ You must have the following documents in order to out process the installation with the Central Clearance Facility:
 - Installation clearing papers (complete with all signatures or stamps as required)
 - Unit clearing papers (Dated March 2018; complete with all signatures or stamps as required)
 - Orders with all amendments
 - Approved leave form (DA Form 31 with Control Number) **(Leave form must go to actual report date).**
 - Assumption of Command orders (if required)
 - Medical Outprocessing Checklist/ DD Form 1610 if TDY enroute



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FINAL CLEARANCE

- ☐ The central clearance stamp is issued no earlier than **two** days prior to departure in accordance with the DA Form 31 or date of transition per AR 600-8-101.

- ☐ We will make a copy of all your paperwork for our files and return the originals to you. You will be directed to return to your S-1 to provide them a copy of your stamped clearing papers.

- ☐ Installation Clearing papers are valid for 30 days after the projected departure date in block 8. After the 30 days new clearing papers must be re-issued per AR 600-8-101.